

CHAPTER 3. COURTESY, PROTOCOL AND CEREMONIES

A. COURTESY AND PROTOCOL

1. Courtesy is the key to successful human relationships. In the Auxiliary, courtesy kindles the friendly association of members, promotes a spirit of teamwork between units, and enhances the success of social activities.
2. Protocol involves universally accepted customs and regulations that govern the formality, precedence and etiquette practiced on a day to day basis within a civilized society.
3. In other words, courtesy is proper consideration for the feelings and rights of others and protocol is the body of accepted rules of social behavior practiced by thoughtful and considerate people. For elected and appointed officers, the practice of courtesy and protocol are necessary requirements for successful duty performance. Courtesies and protocol practiced in the Auxiliary are part of the ceremonial procedures that contribute dignity and color to our lives as civilian members of the Coast Guard family.
4. In the Auxiliary, specific insignia identify the position that the individual holds. This insignia does not identify authority according to a table of ranks as in the military, since Auxiliarists are civilian volunteers and hold no position of rank. However, by using distinctive insignia, the Auxiliary does identify and recognize the increasing responsibility and authority of elected officers and staff officers from lower to higher level. Since members wear a modified Coast Guard uniform, and the insignia of position, the courtesy and protocol requirements are simplified, creating the basis for an effective working relationship between Auxiliarists and their Coast Guard counterparts.

B. SALUTING

1. The hand salute is the long-established form of greeting and recognition exchanged between persons in the armed services. Saluting between Auxiliarists is not usually the custom. However, there are occasions, when in uniform and covered (covered = wearing headgear), when a salute is in order. For example: When returning a salute rendered by a member of the Armed Forces it is custom to exchange greetings such as "good morning", "good afternoon", "good evening", etc. along with the salute. If the other person in the armed services is a senior officer, you should initiate the salute and "sir" or "ma'am" should follow the greeting. A smile or a cheerful expression should also accompany the exchange of greetings.
2. A salute is made in the following manner. The right arm is raised smartly so that the tip of the index finger is touching the right forehead just above and on the right side of the eyebrow. The head is straight and not tilted to the right. The upper arm, between the shoulder and the elbow, is parallel with the ground. The lower arm and hand form a straight line at a 45-degree angle from the upper arm. The fingers of the hand are

extended and joined, with the palm down. When completed the arm is returned crisply to your side.

3. When out of doors and in uniform and addressing the National Flag or whenever the national anthem is played, a military salute is required. This applies to the respect paid at Morning or Evening Colors ceremonies aboard ship (not underway) or on a Coast Guard or other military installation. During the ceremony of hoisting or lowering the flag, those present in uniform should render the military salute. The same applies when the flag is passing in a parade or in review. Salute the flag in a moving column at the moment the flag passes. During the playing of the national anthem, when the flag is displayed, everyone in uniform should face the flag and salute from the first note of the music to the last note. When the flag cannot be seen -- face toward the music and salute in the same manner as if the flag was present.
4. When out of doors and not in uniform, the "civilian salute" is rendered for the same situations. The "civilian salute" is made by standing at attention and placing the right hand over the heart. Any male civilian headdress is removed by the right hand and held over the left shoulder, the right hand again over the heart.
5. When indoors, and the flag is presented and/or the national anthem is played, stand at attention. When the Pledge of Allegiance is given, everyone, in uniform or not, should place the right hand over the heart.
6. Some of the more frequently observed saluting errors are: failing to hold the position of the salute until it is returned by the person saluted; failure to look at the person or colors being saluted; failure to assume the position of attention when saluting; and failure to have the fingers, hand and arm in the proper position for saluting as mentioned above. Gross errors include saluting with a cigarette in the hand or mouth, saluting with the left hand in a pocket, or returning the salute in a casual manner.

C. FLAG ETIQUETTE

1. Auxiliary officers are concerned primarily with the rules of flag etiquette that pertain to display of the national ensign at meetings and social events. The flag is also referred to by other names such as *color*, *ensign* and *standard*. Regardless of the name, it is important that it is always displayed properly so as not to commit a breach of protocol.
2. In a meeting room, when displayed flat behind the speaker's podium or head table, the flag is placed above and behind the speaker. The union (the stars) uppermost and to the flag's own right, that is, to the audience's left.
3. When displayed from a staff in the meeting room the national flag will be accorded a position of superior prominence over any other flag displayed in the same room. It is the only flag that may be displayed behind and to the right of the speaker's podium or head table, in other words, on the left of the audience. All other flags, including the Auxiliary

ensign, will be placed on the speaker's left and to the audience's right.

4. When displayed on a casket the union should be at the head and over the left shoulder. Never lower it into the grave or allow it to touch the ground.
5. National Ensign on a boat. -- The size of the national ensign should be kept in proportion to the length of the boat. The accepted rule for powerboats is a minimum of one inch of flag on the fly per foot of overall boat length. The most common error observed is an undersized flag.
6. National Ensign as a distress signal. -- The U.S. Code states that "the flag should never be displayed with the Union down save as a signal of dire distress." The Navigation Rules do not list the upside down flag as a distress signal because many national flags look the same or in some cases become the flag of another nation when flown upside down. For these reasons the upside down flag should not be relied on as a distress signal on the high seas or in foreign waters.
7. A very detailed booklet called "Our Flag" (H. Doc. 100-247) can be obtained by calling or writing your Member of Congress. The booklet contains a history of the flag, Title 36, Chapter 10 -- 'Patriotic Customs' of the U.S. Code, State flags, and other interesting data.

D. BOARDING OR LEAVING A MILITARY VESSEL

1. At the quarterdeck, the officer of the deck (OOD) or representative (who may be an officer or petty officer) will always be on duty to greet persons boarding or leaving the ship. Customarily, you request permission from the OOD to board or leave the ship. As you board, you first stand at the top of the gangway and salute the national ensign at the stern. Then you turn to the OOD or the OOD's representative, salute, and say: "Request permission to come aboard, sir or ma'am." The OOD will return your salute and invite you aboard. If you are in civilian clothing, do not render the hand salute, face the national ensign, stand at attention for a moment, then turn to the OOD and request permission to come aboard. When permission is granted, proceed aboard.
2. When leaving the ship, present yourself to the OOD, salute, and say: "Request permission to leave the ship, sir ". The OOD will say, "Very well" or "Permission granted" and return your salute. Step to the gangway, and as you cross the gunwale, turn and salute in the direction of the national ensign and then proceed ashore. If you are not in uniform, follow the same procedure, but without rendering the salutes.
3. When boarding or leaving, if you have guests with you who may not be in uniform, you render the salutes and request permission to board or leave. It is not necessary for your guests to salute or request permission.

E. WARDROOM ETIQUETTE

1. The wardroom is where the ship's officers eat. Enlisted personnel eat in the mess deck. When you are invited to dine in the wardroom you can expect the Captain, the Executive Officer, or another ship's officer to be the presiding officer at the mess. The presiding officer will invite those present for the meal to be seated at the table when ready for the meal to be served. It is not customary for anyone to sit at the table until invited to do so by the presiding officer. Custom also dictates that if you need to leave the table before the meal is finished and the presiding officer has not risen, you ask for permission before leaving the table. Simply say, "May I be excused, sir, or ma'am?"
2. Certain subjects are normally taboo during mealtime. Among these subjects are politics, religion, or "shop talk." If you have any doubts, always let the presiding officer guide the conversation.
3. On larger vessels the chief petty officers (CPO's or simply "chiefs") have their own mess located in "CPO Country". This is a privileged area and guests do not enter at any time unless specifically invited by a member of the chiefs' mess. The same is true of the captain's quarters. It is custom not to enter the crew's quarters unless invited to do so, unless it is necessary to pass through while moving from one part of the ship to another.
4. Frequently, when several guests are aboard, it may be necessary to have the seating in the officers' mess in groups, particularly if the guests are going to be aboard for several days. Usually, a list is posted indicating the groups and seating times. Do not wear headgear in the wardroom or other indoor spaces.
5. Sometimes your shipboard host will indicate to you areas that you may use at your convenience and others that are restricted to you. Respect these areas. This is the sign of a courteous guest. Always observe the ship's rules. If you are in doubt, ask your host.

F. INVITATIONS

1. There are several basic formats for invitations. The individual extending the invitation should select the format most suited to the specific function and the invitee. Formal invitations, either printed or in letter format, are used for official visitors being invited to attend formal dinners, dinner dances, Change of Command dinners or other ceremonial occasions. A less formal invitation format may be used for other events such as regular meetings, raft-outs, or rendezvous.
2. Make sure the invitation includes full information regarding the activity. This requires specific information about the place, the date, the time, the uniform required, whether or not the invitee is expected to bring a guest, spouse, etc., the cost, and if the invitee is expected to participate in the program.
3. One way to ascertain whether or not the invitee will attend is to request an "RSVP". It is normal for invitations to formal functions to carry an "RSVP". The "RSVP" should show the phone number or address of the individual to reply to and a NLT (not later than) date for the reply. If you receive an invitation with an "RSVP" requirement, courtesy requires

that you respond to the person who sent the invitation. Failure to do so may put the potential host in an embarrassing position.

4. If your invitation stipulates "It is our pleasure to extend an invitation to you and Mrs. Doe to attend our Change of Watch Dinner as our guest," Mr. Doe will assume that he will not be expected to buy dinner tickets for himself and his guest. If you wish to extend the invitation but are unable to pay for the event, you can state "It is our pleasure to ask you and Mrs. Doe to join us at our Change of Watch..." Then indicate the cost of the event and enclose a reservation form in your letter.
5. The more senior your guests, the earlier they must establish a schedule. If your invitation is to a senior Coast Guard officer or a National representative of the Auxiliary, it has the best chance of being accepted if sent at least eight weeks in advance of the event.

G. RECEIVING LINES AND RECEPTIONS

If you are attending a function that has a receiving line and the hour for the beginning of the function is specified, it is courteous to be present to proceed through the line at, or immediately after, the hour indicated. It is discourteous to carry a drink, cigarette, cigar, etc. in your hand when you are going through the line. It is also a courtesy to other guests that are following you through the line not to stop for any extended conversation with any member of the receiving line. Normally, wives immediately precede their husbands when couples are going through a receiving line. Say your name distinctly to the first official member of the line. This is necessary so that the members of the official party may be introduced to you as you proceed through the line. Once you have been introduced to the last person in the line, it is courteous for you to move some distance away so that you do not block other people leaving the line.

H. FORMAL FUNCTIONS

1. Normally, the senior officer of the unit sponsoring the function is the host for invited guests unless other specific arrangements are made. As the host, you do have certain responsibilities toward, and for, your guests. In many instances, it may not be possible for you to personally take care of all of the individual responsibilities. If this is the case, delegate one of your members to function as an "aide" for each guest or group of guests, as may be necessary. The host's responsibility is to arrive at the event before the guests in order to be on hand to greet them. Again, common courtesy is the answer. Are there places for coats and hats? Do the guests have reserved seats for the meal or the meeting? If so, these should be pointed out when the guests arrive. If they have not been assigned seating, be certain that appropriate places are provided for them. If meal tickets will be picked up as the meal is being served, give them to your guests when they arrive. If there is a program, provide your guest with a copy of the agenda or program for the event. If you cannot stay with your guests and introduce them to the members, have one of your members assume this responsibility. There is nothing more impolite than to have a guest who is not acquainted with your people be greeted at the door, given tickets and a copy of the program, and then left alone until the formal activities begin. This is embarrassing

to your guest.

2. When you are a guest, it is customary to personally greet the host and hostess when you arrive. Before departing, again express appreciation to the host and hostess for being invited. When a senior officer is present such as the district commodore or district commander, it is considered proper to delay leaving until they have paid their respects and departed.

I. INTRODUCTIONS

1. When introducing guests, be extremely careful to be accurate with names and titles. Lengthy introductions for each person at the head table frequently are embarrassing to the individuals concerned and may prove very boring to the other guests. Generally, only the principal speaker or speakers at the event require any introduction over and above their name and present title. Even then it may be desirable to limit the special introduction to a brief description of the speaker's career achievements to date. When introducing military personnel it is just as effective at most occasions to introduce the principal speaker with a brief resume of their experiences and assignments. When introducing civilians, some explanation of the individual's career that indicates qualification to speak on the particular subject is appropriate. Do not make the introduction longer than the speech. Practice beforehand, if necessary, so that names and titles are spoken fluently and easily when introducing your guests.
2. Before introducing a senior guest, you should examine your intent. If you plan to inform the audience about the individual's background, you may give a brief career resume. If the guest is to be your principal speaker, your introduction should, within one or two minutes, establish the credibility of your guest to speak on the intended topic or subjects. Your introduction should help to launch the speaker into a successful talk. An extended discourse on the individual's military career and prior assignments probably would not serve that purpose.

J. SEATING ARRANGEMENTS

1. When guests are invited to attend sit-down functions, such as a meeting, luncheon, or a dinner, be certain that they know where they will be seated. If meal tickets are required, prior arrangements should be made so the individuals at the head table are not required to present individual tickets before being served.
2. It is not essential that all invited guests be seated at the head table at a structured function. In some instances, where the number of distinguished guests exceeds the available seating space at the head table, or for various other reasons, you may want to have only a few of the distinguished guests at the head table. These should include at least the principal speaker and senior Auxiliary and Coast Guard personnel. Your other special guests may be seated at front 'honors' tables on the main floor of the dining area, or the spouses of the officers at the head table may be seated at special tables in the main

dining area.

3. Regardless of which seating method you select, always assure that special guests are provided with tickets if required, and that someone is available to show them where they will be seated when they arrive at the event. When invited as guests, most people enjoy meeting the other people present, particularly if they are not acquainted with the local group. One caution, either you, as the host, or someone you have asked to assist you as a local host, has an unwritten obligation. Do not let a situation arise where one of your members or other guests occupies the time of your invited guests in lengthy conversations, especially on subjects that could become embarrassing. If you notice someone monopolizing one of the guests, interrupt the discussion in a courteous manner, either by asking the guest if you could have a few words, or simply by taking someone else to the guest for an introduction.
4. Seating is perhaps one of the least understood responsibilities of the host at a structured meal function. Although the Auxiliary does not have formal rank identification, and does not use position titles except for Commodores, the office held by the individual should be considered for seating purposes. If a national Auxiliary officer is present and the District Commander is not present, the national Auxiliary officer (other than members of the National Staff) should occupy one of the two primary places of honor at the center of the table. If present, the Chief Director should be accorded a place of honor at the head table. The master of ceremonies or the presiding officer for the function should be at the center of the table. Honors begin at their immediate right, then immediate left, then right, then left, etc., in turn, until places are assigned for each of the distinguished guests or members who will be seated at the head table. Most frequently, the place of honor, at the presiding officer's immediate right, will be assigned to the principal speaker. The position on the immediate left of the presiding officer would then be filled by the senior officer present from the United States Coast Guard or Auxiliary. Auxiliary officers at the national level take precedence over district officers just as district officers take precedence over division officers whenever two levels of the organization are represented by elected officers.
5. There is nothing mandatory about having all of the Coast Guard officers on one side of the presiding officer and all Auxiliary officers on the other side. In fact, quite frequently your Coast Guard guests already know each other; thus the best interchange will take place if you intersperse the Coast Guard officers among Auxiliary officers. Neither is it impolite to intersperse civilian guests between officers at the head table.
6. When the Coast Guard District Commander, or the Chief of Staff are not present at an Auxiliary function, the Director of Auxiliary (DIRAUX), regardless of rank, should be recognized as the direct representative of the Coast Guard District Commander unless the District Commander has designated another officer for that purpose. This would call for the DIRAUX to be seated in the seat that the District Commander would occupy. Even though another officer may be present, such as a Group Commander or a ship's Commanding Officer who might have a higher rank than the DIRAUX.

7. As previously noted, it is not discourteous to restrict seating at the head table to the officers present and to provide other reserved seating arrangement for their spouses or guests. Neither is it discourteous to "mix and match" couples when developing the seating plan. For example, at a district conference banquet the District Commodore or master of ceremonies serving as the presiding officer of the event, may place the District Commander at the immediate right, the Director of Auxiliary at the immediate left; and to the left of the Director seat the spouse of the District Commodore and to the right of the District Commander, seat the spouse of the District Director, or the presiding officer's spouse. This can be an extremely "tricky" problem. Do not forget that, for protocol purposes, wives should be treated in a status parallel to their husbands, or if the wife is the senior officer, her husband should be afforded equivalent consideration. Don't design a seating arrangement so that a lady occupies the end seat at the head table. As a way to seat a male member in the end seat, you might ask one of your members to either lead the pledge of allegiance, give the invocation, or assist in the distribution of awards.
8. If you are in a room and seated when the Commandant, District Commander, or any Admiral, the National Commodore or other elected national officer, enters the room, it is a courtesy to stand. It is unnecessary to call for attention on these occasions. If you are the first to observe them entering the room, simply say, "Ladies and Gentlemen, the District Commander (or other appropriate title) has joined us." Discontinue any conversation until at least a senior officer in the room has an opportunity to greet the new arrival and, if they indicate a desire to remain, provide a seat.

K. SAMPLE SEATING ARRANGEMENTS

1. Seating at the Head Table is primarily for persons who are involved in the program of the event or hold a position of responsibility in the organizational chain of the Auxiliary, including supervising Coast Guard personnel. Seating at the Head Table is assigned in descending order of the individual's status (Coast Guard rank, Auxiliary office, with official representatives of senior officers, regardless of rank/office, afforded the same status as those they represent.).
2. Sample seating arrangements for the Head Table at a Division Change of Watch Dinner, when the persons listed as present, are shown below, both for "mix and match seating" and for the seating of guests as couples. In the examples, some ladies are seated next to each other to avoid placing them at the end of the table. Other senior (non-flag) Coast Guard officers (Group CO, district Chief of a Department, etc.) or Auxiliary officers (visiting DCO, NADCO, National Department Chief, etc.) may be present and not representing a senior person and not part of the program. Such individuals need not be seated at the Head Table, but could be seated at an honors table and appropriately recognized.

HEAD TABLE SEATING BY COUPLES

* Person Presiding

(7) (8) (4) (3) (1) * (2) (5) (6) (10) (9)

Audience

HEAD TABLE SEATING BY "MIX OR MATCH"

* Person Presiding

(7) (6) (2) (3) (1) * (4) (5) (10) (8) (9)

Audience

Key

- (1) Division Captain (Person Presiding)
- (2) Division Captain's Spouse
- (3) District Commodore
- (4) Spouse of District Commodore
- (5) Director of Auxiliary
- (6) Spouse of Director of Auxiliary
- (7) District Vice Commodore
- (8) Spouse of District Vice Commodore
- (9) District Rear Commodore (Area)
- (10) Spouse of District Rear Commodore

3. Seating for a Flotilla Change of Watch would be similar to that shown for Division affairs. A flotilla is more apt to have local officials present. In this circumstance, seating by couples may be more appropriate.

HEAD TABLE SEATING BY COUPLES

* Person Presiding

(12) (11) (10) (9) (8) (7) * (6) (5) (4) (3) (2) (1)

Audience

Key

- (1) Division Captain
- (2) Spouse of Division Captain
- (3) Spouse of Local Mayor
- (4) Local Mayor
- (5) Spouse of Flotilla Commander
- (6) Flotilla Commander (Person Presiding)
- (7) Director of Auxiliary
- (8) Spouse of Director of Auxiliary
- (9) Flotilla Vice Commander
- (10) Spouse of Flotilla Vice Commander
- (11) Spouse of Past Flotilla Commander
- (12) Past Flotilla Commander

4. An alternative arrangement for a local affair is to have all of the guests seated at honors or reserved tables across the front of the room, with a podium and microphone set up from

where the presiding officer would introduce the guests and from where the speakers would make their presentations.

5. In any case, when local officials or members of other organizations are invited, it is only proper to assign a competent Auxiliary member as an escort to welcome them, introduce them to others present, and be seated at the same table to brief them on what is going on.
6. Another possibility is to establish a speaker's table, not occupied until the program is about to start. The participants in the program are called from their place at the reserved tables on the floor of the hall to take their place at the speaker's table, and their spouses remain at the reserved tables.
7. There are many other formats that can be used. The primary requirement is that guests and participating officers be aware of details of the program, briefed as to their participation, know where their seats are, and be introduced in order of precedence. Remember that the spouses of your guests have the same precedence as the guest.

L. SPEAKING ORDER FOR GUESTS

1. When a number of distinguished guests are seated at the head table or at honors tables and the program includes remarks from each, the question arises as to the order in which they should speak. A special guest may be invited to address a specific subject and is usually accorded a special place on the program before remarks are made by other guests. The precedence for speaking by distinguished guests is usually assigned in an ascending order according to position of rank or office (low to high). If both the District Commodore and the DIRAUX are present, the DCO would speak next to last and the DIRAUX would speak last. For those ceremonial occasions where it may be desirable for the DCO to speak last, the DIRAUX will usually agree to the change. The following is a recommended speaking order for remarks by invited guests.
 - a. Special Guests - Local Mayor, District Commander (when primary speaker), etc.
 - b. Immediate Past District Commodore.
 - c. District Rear Commodore(s).
 - d. District Vice Commodore.
 - e. District DIRAUX or representative. *
 - f. Chief Director of Auxiliary or representative. **
 - g. National Directorate Commodore
 - h. District Commodore - always last at a District meeting.
 - i. National Commodore or representative - always last at a National meeting.
 - j. District Commander or representative (if not the main speaker).
 - k. The Commandant or representative.
 - l. The presiding officer closes the meeting.

* Unless representing the District Commander at a District function.

** Unless representing the Commandant.

2. If you would like to pursue the subject of Protocol further, a suggested reference is "Service Etiquette" by Hamal and Swartz, published by the U. S. Naval Institute Press, Annapolis, Maryland.

M. FLOTILLA CHARTERING CEREMONY

1. Discussion.

When a flotilla is formed, arrangements must be made for a formal chartering ceremony. Generally, this includes an appropriate dinner and installation ceremony for the new flotilla officers and members. Establishment of a new flotilla is an important and exciting event and the chartering ceremony should be given the widest possible publicity. Invite local civic leaders. Prepare news releases for prompt dissemination to the media. Invite as many Auxiliarists as possible from other flotillas to attend (specify the uniform). Plan for a dignified and impressive occasion.

2. Suggested chartering ceremony format.

- a. Pledge of Allegiance and invocation.
- b. Introduction of all Auxiliary and Coast Guard officers by the master of ceremonies.
- c. Senior Auxiliarist present appoints a secretary to take minutes of the meeting. (In addition, a Record of Unit Meeting form, ANSC #7017 must be completed.)
- d. DIRAUX reads the flotilla charter.
- e. Senior Auxiliarist present administers the pledge to all members. (See Par 3 below). All present rise for the pledge.
- f. Senior Auxiliarist present conducts the nomination and election of officers. Results are recorded on Change of Officers Report form, ANSC #7006.
- g. Senior Auxiliarist present administers pledge of office to newly elected officers. (See Par 4, below). All present rise for the pledge.
- h. Division Captain or District Commodore presents unit flag, if available.
- i. In appropriate order, remarks by senior Auxiliarist present, Division Captain, newly elected officers and DIRAUX.
- j. Planned entertainment.
- k. Adjournment.

3. Prologue and Pledge For New Members.

PROLOGUE

The pledge you are about to take is your commitment to support the United States Coast Guard Auxiliary, an organization; dedicated to the promotion of boating safety and providing assistance to the United States Coast Guard in the fulfillment of its civil functions. You accept this membership as a volunteer, but as a member you are charged with certain responsibilities and obligations. These include your willingness to support the Coast Guard Auxiliary and its purposes and to participate in it's authorized programs to the best of your ability and to the extent that time and circumstances permit.

As an Auxiliarist, you enjoy certain honors and privileges, among them, wearing the Auxiliary uniform and flying the Auxiliary ensign. Wear the uniform neatly and correctly and fly the "Blue Ensign" proudly. Remember that your conduct reflects directly upon the image of both the Auxiliary and the Coast Guard.

The satisfaction that you derive from your Auxiliary membership will be in proportion to your level of participation in the organization's activities. The success of the Coast Guard Auxiliary will depend upon the extent of your participation and upon the quality of the leaders that you, the member, select.

ASK THE AUDIENCE TO RISE

(Say to the new members) If you feel that you can be an active and productive member of the United States Coast Guard Auxiliary, raise your right hand and repeat after me:

PLEDGE

I(state name)..... solemnly and sincerely pledge myself,
to support the United States Coast Guard Auxiliary, and its purposes,
and to abide by the governing policies, established by the Commandant, of the
United States Coast Guard.

4. Pledge for New Officers.

PROLOGUE

You have offered your talents and services in the interest of a better Coast Guard Auxiliary. The pledge you are about to take admits you to an office of greater responsibilities and high honor. Along with this honor, you must be prepared to accept certain obligations as well as the administrative and supervisory responsibilities of your office.

Your task is to develop the Auxiliary programs to the maximum efficiency that conditions permit. You are expected to promote closer liaison between the Auxiliary and local Coast Guard units, constantly reminding the members that their actions reflect not only on the Auxiliary but also on the Coast Guard.

As a leader, you are charged with maintaining high standards in all Auxiliary programs and activities, never compromising honesty and integrity.

ASK THE AUDIENCE TO RISE

(To new Officer) With the full realization of the demands of your office on time, travel, and dedication, if you are willing to accept this honor, please raise your right hand and repeat after me:

PLEDGE

I.....(state name).....do solemnly and sincerely pledge myself,
to support the United States Coast Guard Auxiliary, and its purposes,
to promote its authorized activities,
to properly discharge the duties of my office,
and to abide by the governing policies, established by
the Commandant, of the United States Coast Guard.

* * *

AUXILIARY PROGRAM

Situations may arise when other guests are present, but not primary speakers. Introduction of those individuals may follow this order:

Governor of the host state

Secretary of Transportation

Former Governors

Senators (by seniority)

Governors of other states (precedence is by states entry into the union)

Congressmen (by length of service)

Commandant of the Coast Guard

Three Star Military

National Commodore of the Auxiliary (when serving in office)

Two Star Military (Rear Admiral, upper half)

Auxiliary National Vice Commodores (currently serving in office)

One Star Military (Rear Admiral, lower half and Commodores)

DCO, NADCO (currently serving in office)

Captains

Vice Commodore, Rear Commodores, Department Chiefs (currently serving)

APPENDIX 3A

AUXILIARY FUNERAL SERVICES

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AUXILIARY FUNERAL SERVICES

A. Introduction.

1. The Auxiliary should make it known that funeral services are available.
2. It is extremely important that members of the Auxiliary do not put undue pressure on the survivors to use the Auxiliary service. Over-zealousness can cause unnecessary strain and hurt to the survivors.
3. If the survivors desire active Auxiliary participation in the funeral service, they should make the request to the mortuary and the clergyman.
4. If there is a church service as well as the Auxiliary service, then the Auxiliary service should come before the church service. The committal should be given by the family's clergyman. This holds true even though there may be an Auxiliarist who is a clergyman and even though committal may be at sea. Not to observe this protocol is a breach of the important relationship between the family and their pastor.
5. An Auxiliarist who belongs to the clergy should conduct the Auxiliary service. If one is not available, the service should be led by an elected officer of the deceased's flotilla, or a survivor requested Auxiliarist. Auxiliarists may serve as pallbearers or honorary pallbearers. Auxiliarists should not stand behind the casket during the service.
6. There is a trend not to deliver a eulogy, but to present a short sermon that proclaims something of the hope taught in the deceased's religious tradition. It is suggested that a copy of the Auxiliarist's "history" in the Auxiliary be reproduced and passed out by the ushers.
7. Auxiliarists should not wear hats when in a church or chapel. Hats should be worn during a Jewish service, or when outdoors. Auxiliarists should salute during the firing of volleys and/or the sounding of 'Taps'.

B. Chapel or Memorial Service.

1. When it is time, the Auxiliarist will proceed to the lectern and begin the service. There may be a hymn or solo sung before the actual readings begin. Participating Auxiliarists should be seated as agreed on in the preparations for the service.
2. The service has sufficient options to make it suitable for the Catholic, Protestant or Jewish faiths. These options are noted with a "C", "P" or "J" in the margin.
3. Muslim and other services should be coordinated in detail with the Mosque, Temple or Shrine that the member's family attends. Particular attention should be paid to the

customs of the religion to insure that none are violated.

C. The Order of the Burial Service.

1. Greeting.

- a. (C/P) I am the resurrection and the life, saith the Lord: he that believeth in me, though he were dead, yet shall he live: and whosoever liveth and believeth in me, shall never die.

I know, that my redeemer liveth, and that He shall stand at the latter day upon the earth: and though this body be destroyed, yet shall I see God: whom I shall see for myself, and mine eyes shall behold, and not as a stranger.

We brought nothing into this world, and it is certain we can carry nothing out. The Lord gave, and the Lord hath taken away; blessed be the name of the Lord.

- b. (J) Be strong and of good courage, fear not, nor be afraid: for the Lord thy God, He doth go with thee; He will not fail thee, nor forsake thee.

God is our refuge and strength, a very present help in trouble.

2. One or more of the following Psalms may be said in unison or responsively.

- a. (C/P/J) Psalm 27.
b. (C/P/J) Psalm 23.
c. (C/P/J) Psalm 121.

3. A reading from Scriptures may follow:

- a. (C) St. John 11:21-27.
b. (C/P) Romans 8:14-19, 31-35, 37-39; St. John 14: 1-6.
c. (J) Wisdom of Solomon 3:1-9.

4. Then read the following prayer:

(C/P) "Remember Thy servant, O Lord, according to the favour which Thou bearest unto Thy people, and grant that, increasing in knowledge and love of Thee, he (she) may go with strength in the life of perfect service, in Thy heavenly kingdom; through Jesus Christ our Lord, Who liveth and reigneth with Thee and the Holy Ghost ever, one God, world without end. Amen."

5. (C/P) The Lord's Prayer. Our Father, Who art in heaven, hallowed be Thy name; Thy Kingdom come; Thy will be done on earth, as it is in heaven. Give us this day our daily bread; and forgive us our trespasses as we forgive those who trespass against us; and lead us not into temptation, but deliver us from evil. Amen.

6. (J) A Prayer of Committal:

Into Thy hands, O Lord, we commend the soul of Thy servant departed, now called unto eternal rest, and we commit his (her) body to everlasting care. Hear O Israel, the Lord thy God is one God.

7. Then one or more of the following prayers may follow:

- a. (C/P) "Almighty God, Father of mercies and giver of all comfort, deal graciously, we pray Thee, with all those who mourn, that casting every care on Thee, they may know the consolation of Thy love; through Jesus Christ our Lord. Amen. "
- b. (C/P)"Almighty God, we entrust all who are dear to us to Thy never failing care and love, for this life and the life to come; knowing that Thou art doing for them better things than we can desire or pray for; through Jesus Christ our Lord. Amen."
- c. (C/P/J) "O Lord, support us all the day long, until the shadows lengthen and the evening comes; and the busy work is hushed, and the fever of life is over, and our work is done. Then in Thy mercy grant us a safe lodging, and a holy rest, and peace at the last. Amen. "

8. The service may then be closed with one of the following Benedictions:

- a. (C/P) "The God of peace, who brought again from the dead our Lord Jesus Christ, the great Shepherd of the sheep, through the blood of the everlasting covenant; Make you perfect in every good work to do His will, working in you that which is well pleasing to his sight; through Jesus Christ, to whom be glory forever.
- b. (C/P/J) "Unto God's gracious mercy and protection we commit our departed friend. Bless him (her) and keep him (her). The Lord make His face to shine upon him (her) and be gracious to him (her). The Lord lift up His countenance upon him (her) and give him (her) peace, both now and evermore. Amen."

D. Burial at Sea.

1. The following is adopted from the Bureau of Naval Personnel Manual. There are three parts, one for each of the three major faiths. It should be used only for the scattering of ashes at sea, and at the request of the Auxiliarist or the survivors.
2. The local mortician should be consulted about the laws regarding the disposal of human remains for the state in which the ceremony is to take place. The officer in charge should

be scrupulous in seeing that all laws are complied with and all forms or certificates are signed and returned to the proper authorities.

3. The Vessel of Honor, together with other Auxiliary vessels, should gather at the burial site at the appointed time. It is suggested that they form a "V" with the Vessel of Honor at the point of the "V". All vessels should be stopped heading into the wind. If necessary, for safety, they may remain at dead slow ahead.
4. It is suggested, for safety in small boats, that the participants remain in the cockpits facing the Vessel of Honor. At the command, "All Hands Bury the Dead," all vessels should stop and National Ensigns be dipped at half-mast.
5. The officer in command will then have the container of ashes brought on deck. The bearer should face aft with their back to the wind. Eight bells may then be tolled.
6. The following appropriate service should be adhered to. However, if weather and sea conditions dictate, it may be shortened to not less than the Committal and Benediction. The bearer at the appropriate time should open the container of ashes and scatter them so that they are carried by the wind over the surface of the sea. Auxiliarists remain with heads covered and salute during the committal.
7. At the end of the ceremony, a flower may be placed on the water and another given to the next of kin. The flotilla should then reform and return to base; the ensigns should be 'two-blocked' (hoisted to top).

a. Protestant Service.

1) The Scripture.

I am the Resurrection and the life, saith the Lord; he that believeth in me, though he were dead, yet shall he live; and whosoever liveth and believeth in me, shall never die.

God is our refuge and strength, a very present help in trouble. Therefore will we not fear, though the earth do change, and though the mountains be shaken into the heart of the seas. For this God is our God forever and ever; He will be our guide even unto death.

2) The Scripture Lesson.

If God be for us, who can be against us? He that spared not his own Son, but delivereth Him up for us all, how shall he not with Him also freely give us all things? Who is he that condemneth? It is Christ that died, yea, rather, that is risen again, who is even at the right hand of God, who also maketh intercession for us. Who shall separate us from the love of Christ? Shall tribulation, or distress, or persecution, or famine, or nakedness, or peril, or sword? Nay, in all these things

we are more than conquerors through Him that loved us. For I am persuaded that neither death, nor life, nor angels, nor principalities, nor powers, nor things present, nor things to come, nor height, nor depth, nor any other creature, shall be able to separate us from the Love of God, which is in Christ Jesus our Lord. - Romans 8.

3) Prayers (use either of the following).

- a) Remember Thy servant, O Lord, according to the favour which Thou bearest unto Thy people, and grant that, increasing in knowledge and love of Thee, he (she) may go from strength to strength, in the life of perfect service, in Thy heavenly kingdom; through Jesus Christ our Lord, who liveth and reigneth with Thee and the Holy Ghost, ever, one God, world without end. Amen.
- b) O God whose mercies cannot be numbered, accept our prayers on behalf of the soul of Thy servant departed, and grant him (her) an entrance into the land of light and joy in the fellowship of Thy saints, through Jesus Christ our Lord. Amen.

4) Lord's Prayer. Our Father, Who art in heaven, hallowed be Thy name; Thy Kingdom come; Thy will be done on earth, as it is in heaven. Give us this day our daily bread; and forgive us our trespasses as we forgive those who trespass against us; and lead us not into temptation, but deliver us from evil. Amen.

5) The Committal.

- a) Unto Almighty God we commend the soul of our brother (sister) departed, and we commit his (her) body to the deep; in sure and certain hope of the resurrection unto eternal life, through our lord, Jesus Christ. Amen.
- b) Open the container and scatter the ashes over the surface of the sea.

6) The Benediction.

The Lord bless thee and keep thee, the Lord make His face to shine upon thee and be gracious unto thee, the Lord lift up the light of his countenance upon thee, and give thee peace. Amen.

b. Catholic Service.

1) The Scripture.

- a) Out of the depths have I cried unto Thee, O Lord: Lord hear my voice. Let Thine ears be attentive to the voice of my supplication. If Thou, O Lord, wilt mark iniquities; Lord, who shall stand it? For with Thee there is merciful forgiveness; and by reason of Thy law, have I waited for Thee, O Lord. My

soul hath relied on his word; my soul hath hoped in the Lord. From the morning watch even until night let Israel hope in the Lord. Because with the Lord there is mercy: and with Him plenteous redemption. And he shall redeem Israel from all his iniquities. --(Ps. cxxix).

- b) At that time: Martha said to Jesus: Lord if Thou hadst been here, my brother had not died; but now also I know that whatsoever Thou wilt ask of God, God will give thee. Jesus saith to her: "Thy brother shall rise again." Martha saith to him: "I know that he shall rise again in the resurrection of the last day." Jesus said to her: "I am the resurrection and the life: he that believeth in me, although he be dead, shall live; and every one that liveth and believeth in me, shall not die forever. Believest thou this?" She said to him: "Yea, Lord, I have believed that Thou art Christ the Son of the living God, who art come into this world." St. John II.

2) The Prayers.

- a) Enter not into judgment with Thy servant, O Lord; for in Thy sight shall no man be justified unless through Thee he find pardon for all his sins. Let not, therefore, we beseech Thee, the hand of Thy justice be heavy upon him, whom the earnest prayer of Christian faith commendeth unto Thee, but by the help of Thy grace, may he escape the judgment of vengeance who whilst he was living, was naked with the sign of the Holy Trinity: Who livest and reignest world without end. Amen.
- b) Lord's Prayer (Must always be read). Our Father, Who art in heaven, hallowed be Thy name; Thy Kingdom come; Thy will be done on earth, as it is in heaven. Give us this day our daily bread; and forgive us our trespasses as we forgive those who trespass against us; and lead us not into temptation, but deliver us from evil. Amen.
- c) Hail, Mary. Hail, Mary, full of grace, the Lord is with thee. Blessed art thou among women, and blessed is the fruit of thy womb, Jesus. Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. Amen.
- d) May he (she) rest in peace. Amen.

3) The Committal.

- a) To Thee, O Lord, we commend the soul of Thy servant(s), (**first name(s) only**), that having departed from this world (he/she/they) may live with Thee; and whatever sins (he/she has) (they have) committed through the frailty of human nature, do Thou, in Thy most tender mercy, forgive and wash away. Through Christ our Lord. Amen.

- b) Come to (his/her/their) assistance, ye Saints of God meet (him/her/them), ye Angels of the Lord, receive (his/her soul, their souls) and bear (it/them) into the presence of the Most High. May Christ receive you, who hath called you, and may the Angels escort you into Abraham's bosom.
- c) Open the container and scatter the ashes over the surface of the sea.
- 4) The Benediction.

Eternal rest grant unto (him/her/them, O Lord, let perpetual light shine upon (him/her/them), and may (his/her soul) (their souls) and all the souls of the faithfully departed through the mercy of God rest in peace.

c. Jewish Service.

1) The Scripture.

- a) I will lift up mine eyes unto the mountains from whence shall my help come? My help cometh from the Lord, Who made heaven and earth. He will not suffer thy foot to be moved; He that keepeth thee will not slumber. Behold, He that keepeth Israel Doth neither slumber nor sleep. The Lord is thy shade upon thy right hand. The Lord is thy keeper;
- b) The sun shall not smite thee by day, Nor the moon by night. The Lord shall keep thee from all evil, He shall keep thy soul. The Lord shall guard thy going out and thy coming in, from this time forth and forever.
- c) O Lord, what is man that Thou art mindful of him and the son of man that Thou takest account of him? What are we? Do we not all seem as vanity, as a shadow that passeth away? In the morning we flourish and grow up, in the evening we are cut down and withered. Thou turnest all men to contrition and sayest unto us: we do leave much behind. Mark the perfect and behold the upright for theirs is the way of peace. Thou, O Lord, redeemest souls of Thy children and none who serve Thee and love their fellow men will be forsaken.
- d) O Lord, help us to find in these ancient yet ever new sentiments, the realization that through our tears we can reach to truth, through the darkness of our sorrow venture toward the light of hope, and through our anguish attain to the great adventure of perfect faith in Thee and Thy wisdom.
- e) Love is stronger than death. Though we surrender dust unto dust, through the majesty and might of our love, life will abide with life.
- f) Take unto Thyself our comrade who has given of his (her) love to this our great country. And let the words of our mouths express the meditations of our

hearts.

2) The Prayers.

- a) O God, full of compassion, Thou who dwellest on high. Beneath the sheltering wings of Thy presence, among the holy and pure who shine as the brightness of the firmament, grant perfect peace unto the soul of(name).... who has gone unto eternity.
- b) Lord of mercy, bring him (her) under the cover of Thy wings, and let his (her) soul be bound up in the bond of eternal life. Be Thou his (her) inheritance, and may-his (her) repose be peace. Amen.

3) The Committal.

- a) Into Thy hands, O Lord, we commend the soul of Thy servant departed, now called unto eternal rest, and we commit his (her) body to the deep.
- b) Open the container and scatter the ashes over the surface of the sea.

4) The Benediction.

The Lord bless thee and keep thee, the Lord make His face to shine upon thee and be gracious unto thee, the Lord lift up the light of his countenance upon thee, and give thee peace. Amen.